Transfer Permit – This option allows a user to transfer a permit to a different vehicle.

Fee: 14.00

To Transfer a permit click on Transfer Permit link.

The user can either search by company name or permit number.

NOTE: Searching by permit number is faster.

Below the Transfer To section type in the company the permit is going to be transferred to.

Select a vehicle; if the vehicle is not in the database click on add. Fill in the required field and click save.

If the user selected the check or cash for a payment type the permit will be issued, but

If the user selected the credit card option the system will then direct the user to the <u>credit</u> <u>card screen</u>; a Bank of America page

Once the permit has been transfer a new permit number will be assigned. The original permit number will appear on the permit also.



